

SUNY DELHI

FACILITY USE POLICY

SUNY Delhi is a vital and productive member of the local community committed to supporting education, economic development, and public service. Therefore the college will strive to make its facilities available, whenever possible, to local individuals, groups and organizations.

Facility use will be governed by the following policies and procedures approved by the college, where such use does not infringe upon, delay or conflict with the normal operation of the campus. The President or President's designee shall approve persons and groups requesting use of facilities.

SUNY Delhi reserves the right to deny the use of college facilities to any individual, group, or organization. Facilities shall not be used:

- for any purpose or activity that is in violation of federal, state or local laws
- for any purpose or activity in violation of the policies of the State University of New York (SUNY) or SUNY Delhi
- by any entities, who, through previous use of the facilities, have demonstrated a disregard for the proper care of the facilities, safety procedures, or other rules and regulations of the college
- for any reason considered by the President to not be in the best interest of SUNY Delhi

The following groups are NOT governed by the terms of this policy:

- Recognized campus student organizations
- College Association at Delhi, Inc. (except as referenced regarding catering services)
- Delhi Campus Child Care Center, Inc.
- Delhi College Council
- Campus Alumni Association
- College Foundation

Facility Scheduling and Agreement Forms - Individuals, groups, or organizations requesting to use SUNY Delhi facilities must complete and submit a *Facility Use Scheduling Form* at least twenty (20) business days prior to the scheduled event. CADI will refer all groups requesting catering services to The Outreach & Workforce Development office to complete a *Facility Use Scheduling Form*. Completed forms are to be sent to The Outreach & Workforce Development Office at outreach@delhi.edu or 174 Bush Hall, 454 Delhi Drive, Delhi, NY 13753. Upon receipt of the *Facility Use Scheduling Form*, a copy will be returned indicating any fees along with a *Revocable Permit*. The *Revocable Permit* must be returned with a notarized signature and Certificate of Insurance. ***All entities, except those not governed by this policy (listed above), MUST complete a Revocable Permit and provide a certificate of insurance. These must be received by the Career and Business Development fourteen (14) days prior to the event.***

Facility Fees – Facility fees are listed on the *SUNY Delhi Facility Use Fee Schedule*. Additional fees may be charged for use of equipment and for events requiring special setup, technology assistance, SUNY Delhi staff assistance, etc. For-profit and political organizations will be charged full facility fees. Non-profit, religious, and public service organizations may be eligible for a 15% discount on facility fees (See *Facility Use Discount and Waiver Form* details below). SUNY Delhi alumni are eligible for a 15% facility fee discount for personal events.

Sales Tax – Facility fees may be subject to New York State sales tax. Tax exempt organizations are required to provide a New York State Tax Exempt Form.

Facility Fee Discount and Waiver Form – To be considered for discounts or waivers, the *Facility Fee Discount and Waiver Form* must be completed and submitted to the Outreach & Workforce Development Office office at least fourteen (14) business days prior to the event. Applicants will be notified of discounts or waivers in writing. Annual discount and waiver determinations may be awarded for events that repeat on a regular schedule. Annual determinations will expire May 31st of each year and must be re-submitted for consideration.

Refund Policies - Under extreme circumstances the college may be forced to cancel commitments for use of facilities. If this should occur, every effort will be made to arrange for a suitable alternate location. If no suitable alternate arrangements can be made, no fees will be due to the College.

Cancellation Fee - If an individual, group, or organization cancels their event at the college less than seven (7) business days prior to their event date, the cancellation fee indicated on the *Revocable Permit* will be charged.

Catering - Meals and refreshments for events on campus must be provided by the College Association at Delhi, Inc. (CADI). Information and policies regarding catering should be directed to Megan Munson. She may be contacted at the following phone number or email address: (607) 746-4779 or munsonme@delhi.edu. Catering arrangements are made directly with CADI. (<https://cadi.catertrax.com>)

Alcoholic Beverages - The possession, consumption, sale or transfer of alcoholic beverages by visitors on College or College Association property is not permitted. The service of alcoholic beverages is available through CADI only.

Payment - Catered events will be invoiced by CADI for catering services and any applicable SUNY Delhi facility and service fees. Non-catered events will be billed directly by the Outreach & Workforce Development Office. Payment is due within 30 days.

Parking Permits – Parking permits will be sent to the event contact person by the Outreach & Workforce Development office. It is the responsibility of the event contact person to distribute the parking permits to all participants. Campus guests may only park in areas designated on the permit. Vehicles parked in non-designated areas or without a permit will be ticketed.

Special Needs – Special arrangements for persons with disabilities will be made, if requested in advance.

Condition of Facility - It is expected that the facility will be left in a clean and orderly manner. If the college is required to utilize custodial services in excess of normal services after the event, the permittee will be assessed a minimum \$150 cleaning fee.

Tobacco Policy – SUNY Delhi prohibits the use of tobacco products inside the college facilities. Smoking is permitted outside in designated areas only.

Signs and Informational Posters – Nothing is to be posted, taped, or attached to any walls or glass of any facility during its use by an individual, group, or organization without prior approval. Signs indicating directions to an event will be provided by the college if requested at least fourteen (14) days prior to the event.